

21 August 1975

MEMORANDUM FOR: Executive Assistant

SUBJECT : SPD's Weekly Report, Including
Thursday's Daily

1. PSB reports that for the week ending 22 August 1975, they reviewed 23 new files (two minority), put into process 12 (two minority), and rejected 29 (no minority). A total of 213 files in all stages were reviewed.

2. The time spent [redacted] for the period 22 through 28 August 1975 is as follows:

STAT

CARB: 5 hours (one GS-07; one GS-06)
PSB : 15 minutes (one GS-07) (Clerical Report)

3. The DD/Pers/R&P met on 27 August 1975 with C/SPD and C/RD and their appropriate staff members to update and verify requirements for clerical personnel. Offices are being re-surveyed to determine the appropriate mix of requirements for stenos, typists and other clerical personnel. The latest information will be provided to the recruiters during their conference the week of 8 September. Clerical applicant input will be closely monitored to insure that the number recruited and in process will meet requirements.

4. C/CSB reports that the total time spent in connection with the inquiry of clericals detailed to NSC was 15 hours. This includes 7 1/2 hours on the Hill and time spent in going, coming, reports-writing, phone calls, etc. She also estimates an additional five hours of clerical typing time.

STAT
5. LtCol [redacted], USAF, visited MPB on 25 August to complete necessary forms in order to initiate applicant processing. LtCol [redacted] is a bi-name request for the National Intelligence Office.

STAT

6. The C/CSB reports that the renovation work on Rm. 315 started on Monday and is continuing.

Administrative - Internal Use Only

- 2 -

7. The 57-year old secretary who is scheduled to EOD for OL on 15 September was in town this week to locate housing. She re-took the steno test and qualified, and also had interviews in the Office of Logistics.

STAT

[Redacted]
Chief
Professional Placement Branch

Administrative - Internal Use Only

STAT

Approved For Release 2002/06/04 : CIA-RDP78-00300R000100100044-3

Approved For Release 2002/06/04 : CIA-RDP78-00300R000100100044-3